



**Ascension-St. James Airport and Transportation Authority
6255 Airport Industrial Blvd., Gonzales, Louisiana 70737**

July 23, 2019 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on July 23, 2019, at the airport site with Chairman Richard Webre presiding. The following Commissioners in attendance were Jared Amato, Rydell Malancon, Charles Ketchens, and Jeff Gaudin. Cody Martin (Legal), Jeff Sumner (PEC), Donna Rybicki (Book Keeper), Justin Hendrick (Hendrick Construction), Patrick McGee (Operations) and Chanse Watson (Airport Manager) were also in attendance.
2. Chairman Webre has no opening comments.
3. Chairman Webre requested to move Agenda Item #5 (Discussion regarding Aviation Specialist, Inc. to sublease Hangar 25 to Glencoe Aviation to perform aircraft ,maintenance services until January 1, 2020) under Legal Report. Motion by Commissioner Gaudin and second by Commissioner Amato; motion carried unanimously.
4. A motion by Commissioner Amato and second by Commissioner Gaudin to approve the meeting minutes from June 25, 2019 as presented; motion carried unanimously.
5. There were no presentations.
6. Ms. Donna Rybicki (Book Keeper) presented the Finance Report:
 - a) Final FY2019 Budget – actual percent of final budget was discussed - 1.6% and 3.78% for revenues and expenditures respectively. No budget amendment was required as we were within
 - b) YTD compared to Budget – expect to change slightly after the audit due to adjusting entries. Between proprietary and general, there is an income of approximately \$32,000 not a loss. In addition, cash has increased with most all expenses paid with little outstanding with approximately \$350,000 in cash. Fuel sales were up for the past two months and in addition, we have approximately \$27,000 in pre-pays. Ms. Rybicki was impressed with the cash position and with the income, despite the projected less, and contributed the effort to Mr. Watson’s effort for fuel profits and reducing expenditures.



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- c) Annual Audit – Audit has been on-going for two days now and throughout the rest of the week. We expect recommendations with the goal to reduce the amount from the prior year. There are no foreseen issues going into the audit this year. The auditor did comment on the organization and tracking abilities as far as an improvement. Chair Webre and Commissioner Gaudin commended staff for the effort.
 - d) Credit Card Expense Report – Mr. Watson (Airport Manager) continued with the report including all credit card expenditures for board review.
 - e) Monthly ACH Report – Monthly ACH Report shows all vendors setup on automatic payments. AVGAS was purchased in addition to the third month paying for the Jet Truck.
 - f) Mr. Watson also reminded the Board of funds to be allocated to projects that were submitted last planning cycle. Chair Webre questioned if the Reserve Account has been opened; Mr. Watson advised that he will work with Commissioner Gaudin to open the type of account suitable for Reserves.
 - g) Motion by Commissioner Malancon and second by Commissioner Amato to approve the Finance Report.
7. Mr. Jeff Sumner (PEC) presented the Engineering Report:
- a) Planning – CIP planning underway for FY2020; a preliminary draft was submitted to DOTD.
 - b) Master Plan – We have been working with Kutchins & Groh and have developed the committees for the Master Plan have been developed with first meeting upcoming in the few weeks.
 - c) Bidding and Award: Runway/Taxiway Overlay – Barriere Construction Co., LLC was the lowest bidder for the Runway & Taxiway Overlay project. We are currently waiting for funding from FAA and DOTD; paperwork has been submitted. PEC does recommend award to the lowest bidder – Barriere Construction Co., LLC – pending grant offer, which is on the agenda.



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- d) Bidding and Award: 16 Unit T-Hangar – MA Wilson Construction and Consulting, LLC was the lowest bidder for the 16 Unit T-Hangar Project. PEC does recommend award to the lowest bidder – MA Wilson Construction and Consulting, LLC – pending grant offer from DOTD (100%), which is on the agenda.
 - e) Construction: South Apron Expansion – All items are complete up to paving. Hurricane Barry caused a slight delay but a test strip was installed. Density has passed but there was concern with mixture content and the sub-base as it moved slightly when trucks moved on top of the surface due to subgrade saturation from recent rainfall. Mr. Hendrick (Hendrick Construction) and their sub recommended to wait until the subgrade dries prior to the installation of the production asphalt. PEC recommends 7 additional weather days due to the storm. In addition, Mr. Hendrick requested additional 30 days to allow for 7-10 days of dry weather and to complete asphalt production/installation and the remaining aspects of the project. PEC suggested to the contractor to install weep holes in the trench drain due to ponding against the drain. Commission agrees that the tasks need to be completed the correct way but the primary concern is not to seal the subgrade with asphalt if the subgrade is still saturated. Motion by Commissioner Amato and second by Commissioner Gaudin to approve the contractor's request for additional 30-days extension to the construction contract with Hendrick Construction; motion carried unanimously.
8. Mr. Cody Martin (Legal) presented the legal report:
- a) Still reviewing Mr. Lalumandier's revised draft lease but requested a copy of the original lease.
 - b) Chair Webre announced that Aviation Specialist, Inc. (ASI) has signed a temporary lease with Glencoe Aviation to allow Glencoe to work out of the ASI's hangar for aircraft maintenance services. Chair Webre reiterated that the current/remaining terms of ASI's land lease will not change. Glencoe Aviation plans to open a FAA approved 145 Repair Station to perform aircraft



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maintenance services for both based and transient customers. ASI will be moving their operation out of the T-Hangars that they currently lease from the airport. The operation is warranted but the challenge will be ASI's lease. The business decision regarding the remaining terms of ASI's lease will be between Glencoe Aviation and ASI. However, the entire hangar will revert to control of the Commission at the end of the existing land lease with ASI. Chair Webre recommends to add requirements or services to be provided to the tenant or future tenant into a future lease or bid, if required. Legal advised that the hangar may need to be re-bid and recommends to set a minimum bid. The term of a future lease utilizing this facility will need to be considered. Another issue is that nothing in writing has been received from ASI or Glencoe Aviation; a motion to approve this sublease will be considered once written documentation is received by either or both parties. Chair Webre requested 30 additional days to obtain the documentation needed for the Commission to make a decision but reiterated that the scope of the services that will be provided is a positive direction for the airport. Legal recommends to evaluate the entire picture as it relates to subleasing and use of hangars. In addition, Chair Webre wants to look at Special Aviation Operators for those individuals operating commercially on the airport and/or out of the hangars.

9. Mr. Patrick McGee (Operations) presented the Operations Report:
 - a) Fuel hose was replaced and the new ground cable reel arrived in addition to fuel nozzle.
 - b) Issues with NW REIL for Runway 17; still evaluating issue.
 - c) New areas of south apron expansion is scheduled to be bush hogged and perimeter fence sprayed for vegetation.
 - d) Task list still being developed for the period of the runway closure.
 - e) Florolite application still being monitored for FOD and/or further deterioration.
 - f) More lighting is needed toward the ramp area(s).



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10. Mr. Chanse Watson (Airport Manager) presented the Airport Manager's Report:
 - a) Lease renewals are approximately 80% complete.
 - b) Approximately 75-80% pay electronically, ACH or in advance. The remaining either pay by check or have not been determined.
 - c) Hired a part-time line-services technician in an effort to maintain staffing and level of service in the event one of our full-time employees does leave. The position was advertised to for the potential to transition to full-time. No foreseen budget issues with staff increase.
 - d) Audit is underway and still organizing the office and terminal building.
 - e) Still working on the Personnel Policy and the Operations Manual (digitization – 75 to 80% complete).
 - f) Evaluating options to eliminate the Shell Credit Card for Full Service, which will require one less bill to reconcile in an effort to improve efficiency.
 - g) GA Maintenance Reimbursement of approximately \$19,000 was submitted to DOTD.
 - h) Preliminary CIP meeting with DOTD scheduled for August 7th just before the TAC/CAC Meetings. The official meeting with DOTD and FAA scheduled for September 5th. Official CIP requests are due November 1st.
11. Chair Webre requested that the Airport Manager purchase IPADs or tablets for the board. In addition, the evaluation of the box style or commercial hangars design need to be considered as part of the Master Plan process. In addition, the Parish will be coring the road prior to resurfacing the road later this year. The employer contribution for the 457(B) was discussed and to ensure that the policy is written, which will be added to the Personnel Policy. Finally, Chair Webre tasked both the Airport Manager and Operations Supervisor to investigate and evaluate contract fuel operations with the military.
12. Old Business items were discussed:
 - a) Operations Manual still being digitized (80% complete); plan to have it complete by next



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board meeting.

13. New Business items were discussed:

- a) Motion by Commissioner Amato and second by Commissioner Gaudin to award and enter into a contract with MA Wilson Construction and Consulting, LLC as the lowest responsible and responsive bidder for the 16 Unit T-Hangar Project pending receipt of grant funding (DOTD). Motion carried unanimously.
- b) Motion by Commissioner Ketchens and second by Commissioner Gaudin to award and enter into a contract with Barriere Construction Co., LLC as the lowest responsible and responsive bidder for the Runway 17/35 and Taxiway Overlay Project pending receipt of grant funding (FAA/DOTD). Motion carried unanimously.
- c) Motion by Commissioner Amato and second by Commissioner Gaudin to authorize one-year contract extension of the Master Engineering Service Agreement with Professional Engineering Consultants effective July 26, 2019 until July 26, 2020. Motion carried unanimously.
- d) Motion by Commissioner Malancon and second by Commissioner Amato to approve Supplemental Agreement with Professional Engineering Consultants for the Runway 17/35 and Taxiway Overlay for professional services (lump sum amount of \$39,850) & inspection and testing services (not to exceed \$66,000) in the total amount of \$105,850. Motion carried unanimously.
- e) Motion by Commissioner Gaudin and second by Commissioner Ketchens to approve the representations made by management in the Louisiana Compliance Questionnaire for Audit Engagements of Government Agencies for the fiscal year ending June 30, 2019. Mr. Watson added that this is required for the audit. The draft has been completed but a finalized copy will be produced for signature. Motion carried unanimously.



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- f) Chair Webre advised the Board that it will be easier for staff is board elects to receive per diems via direct deposit rather than cutting or possibly voiding checks. There were no concerns expressed by the Commissioners.
14. Next meeting is scheduled for Tuesday, August 27, 2019.
15. The motion to adjourn the meeting carried unanimously.

ACTION ITEMS

- A. Purchase tablets for Commissioner use for board meetings and review of board documentation
- B. Evaluate preliminary designs for corporate style hangars.
- C. Incorporate Employer Contribution for 457(b) plan into Personnel Policy.
- D. Investigate contract fuel options with the military.
- E. Obtain documentation regarding sublease agreement between Aviation Specialist, Inc. and Glencoe Aviation.

Richard Webre, Chairman

Cynthia Stafford, Secretary